Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G100 INFORMATION TECHNOLOGY PLANNING

Category: G120 – EXEMPTION PROCESS

CONTENTS:

I. DEFINITION

Exemption Process – Some State Agencies may have special conditions or extraordinary business requirements that prevent compliance with an ITA policy or standard. A completed Exemption Request Form is required to request an exemption from an ITA policy or standard.

II. RATIONALE

These guidelines are intended to provide direction to Agencies in the preparation of a request for an exemption from an ITA policy or standard.

III. GUIDELINE

Agencies unable to comply with ITA Policies or desiring to purchase or maintain equipment or software that does not meet the ITA Enterprise Standards must submit an Exemption Request Form completed according to instructions contained within the form.

The completed Exemption Request Form is to be accompanied by a cover letter (Word format) from the Agency head addressed to the Chairman of the ITA. Please submit one (1) copy electronically to ita@cio.idaho.gov and one (1) hard copy to:

> Director Teresa Luna, ITRMC Chairman
> Department of Administration
> 650 West State Street, Room 100 (83702)
> PO Box 83720, Boise, ID 83720-0042

Upon receipt of the completed Exemption Request Form, the ITA staff will review and make a recommendation to the ITA for consideration at the next scheduled

Council meeting. The submitting Agency will be notified of the date and time in advance of the Council meeting where the Exemption Request will be heard. An Agency representative will be scheduled to appear before the Council to brief the Council members on the business case for the request.

The ITA may grant an exemption for a specified period not to exceed twenty-four (24) months. Agencies wishing to extend their exemption must submit a new request at least ninety (90) days before the exemption period ends.

For additional resources or more information, contact the ITA staff at (208) 332-1876.

IV. PROCEDURE REFERENCE

Policies for exemption process are detailed in ITA Information Technology Enterprise Policies *P1010 – Information Technology Policies, Standards, and Guidelines Framework*.

1. ITA Information Technology Policies and Standards can be found at: http://ita.idaho.gov/resources.html.

V. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 332-1876.

REVISION HISTORY

07/01/13 – Changed "ITRMC" to "ITA".

01/08/10 – Updated links to web page and exemption request form. Changed ITRMC Chairman to Mike Gwartney.

6/16/09 – Added Procedure Reference, Contact Information and Revision History to this guideline; changed the layout and deleted References and Timeline.

Revised: June 30, 2004
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